

ORDINANCE No. 16-019

AMENDING CHAPTER 1 "GENERAL PROVISIONS, ARTICLE 1.06 "BOARDS, COMMISSIONS AND COMMITTEES" OF THE LEON VALLEY CITY CODE OF ORDINANCES TO ADD SECTION 1.06.05, "CITIZENS ADVISORY COMMITTEE" AND PROVIDING FOR THE COMMITTEE CREATION AND GRANTING THE AUTHORITY AND RIGHTS AS SET FORTH WITHIN THE COMMITTEE'S CHARTER.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

1. The Leon Valley City Code, Chapter 1, "General Provisions", Article 1.06 "Boards, Commissions, and Committees" is hereby amended to add and hereafter read as follows;

1.06.05 Police Department Citizen Advisory Committee

Committee's Charge

The committee serves as a liaison between the police department and community. The committee serves as an advocate for programs, ideas, and methods to improve the relationship between the police and community and to enhance the quality of life in our community. The Committee shall not have independent authority, but shall work in conjunction with the Police Department.

Mission Statement

The Committee's mission is to work in partnership with the Leon Valley Police Department to assure it maintains the highest standards of integrity. Furthermore, it is to assist in the quality of life through the delivery of professional, superior, and compassionate Police services to the community. Finally, the Committee should apply knowledge, skills, and resources to foster an environment where all people can live safely and without fear. Furthermore, it is designed to assist making recommendations that will enhance the quality of life through delivery of service.

Our mission is accomplished within the framework of the following set of values:

- Accountability
- Protection
- Prevention
- Commitment
- Compassion
- Achievement

Objective

Our objective is to advise and/or assist the Police Department through the engagement of interaction with its citizens through friendly community Police initiatives in preserving the peace in a manner consistent with the freedoms secured by the constitution. In doing so, the role of the Police Department is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of law enforcement authority and the constitutional rights of all persons.

Committee Structure and Membership:

1. The Committee has 13 voting members appointed by the Mayor and City Council. Appointments to the Committee will be for a two year term. Terms may be extended for an additional one year term upon approval by the Mayor and City Council. The Committee will consist of a Chairperson, Vice Chairperson, Secretary, and one City Council liaison..
2. The members of the Committee shall either be permanent residents of the City of Leon Valley, work or maintain a place of business in the City of Leon Valley, or be engaged in the community in a serving capacity. Diversity of the committee is essential to its success, i.e., youth, millennials, baby boomers, etc.
3. Committee members shall have good reputations for integrity and community service and shall not have been convicted or received a deferred sentence for a felony crime.
4. No nominee to the Committee or any members of the nominee's immediate family shall be currently employed by the City of Leon Valley nor be a former sworn employee of the City of Leon Valley Police Department.
5. No nominee may currently be a party nor be a legal representative in litigation against the City of Leon Valley.
6. Each nominee must be prepared and committed to invest the necessary time in enhancing police community relations in a manner that helps

reduce crime and enhances relationships between the police and the community.

7. City Council will appoint a Councilmember who will serve as the Committee's Liaisons with the Mayor and City Council. This position will be a non-voting position but will vote in the event of a tie.
8. The Chairperson, Vice Chairperson and Secretary will be elected by the Committee members and will take place within 30 days of the initial appointment of the Committee by the Mayor and City Council.
9. All members of the Committee shall be considered to be City of Leon Valley volunteers. The Committee shall function in an advisory capacity only and shall have no authority over City of Leon Valley employees.
10. The Committee members receive no direct or indirect compensation from the City of Leon Valley for their services as members of the Committee.
11. The Committee may not include any employee of the City of Leon Valley, or any vendor or contractor of the City of Leon Valley.
12. A Committee member serves at the pleasure of the Mayor and City Council of Leon Valley. If a Committee member resigns, violates the Ethics Policy contained herein, fails to attend two consecutive Committee meetings without reasonable excuse, or otherwise becomes unable to serve on the Committee, the Chairperson may declare the position on the Committee to be vacant and request that the Mayor and City Council appoint another qualified person to the Committee. Future appointments will follow the process as outlined in this Charter.

Duties and Responsibilities:

The committee advises and assists the Police Department to;

- Create dialog and explore the perceptions of the Police Department, and the community concerning the inter-relationship with each other regarding public safety issues within the community
- Receive information concerning the Police Department programs and operations

- Assist in developing new programs that will increase the public safety activities of the Police Department and strengthen the bond between the police/community.
- Provide input to the Police Department regarding service needs within the community
- Assist the Police Department in assessing the effectiveness of department operations / programs
- Identify gaps in services and/or communication
- Enhance the community understanding of the capabilities of the Police Department in providing services to the community
- Identify potential Police-Community partnerships to address public safety related issues within the community
- Identify community resources and support for public safety activities; and give input concerning perceived effectiveness
- Provide input on assisting Community Police initiatives to enhance awareness

The committee is also responsible for disseminating information to the community and to the government officials of Leon Valley. The Committee Chair will provide an update to the City Council on a quarterly basis or as requested by the Mayor and City Council.

Committee Meetings:

- a) The Committee shall meet, at the discretion of the Chairperson, to perform the duties as provided herein.
- b) All Committee meetings shall be held within the City of Leon Valley geographic boundaries.
- c) All information received the Committee will be available to the public under the terms of the Texas Open Records Act and will be retained pursuant to the rules of the Texas State Archives and Library Commission and the City of Leon Valley.
- d) A quorum of the Committee shall consist of fifty percent (50%) of the currently appointed members plus one (1). A quorum must be present to decide on any action items presented to the Committee.
- e) Minutes of the previous meeting and agenda of the upcoming meeting should be sent to the Committee members no later than three business

days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Members who are absent shall receive all materials distributed at missed meetings.

- f) A copy of the agenda must be presented to the City Secretary (3) three business days prior to the 72 hours posting requirements pursuant with Texas Local Government Code Section 551.043.
- g) A copy of the minutes of the previous meeting must be given to the City Secretary within (10) days of the approval of the minutes by the Committee.
- h) The current Rules of Conduct for the Leon Valley City Council shall govern the parliamentary procedures, disciplinary proceedings, and rules for the conduct of meetings, so long as not inconsistent with these Bylaws. No action of the Committee shall be invalidated, or the legality thereof affected, by the failure or omission to observe or follow the Rules of Conduct.

City of Leon Valley Support:

- a) The City of Leon Valley shall provide to the Committee necessary technical and administrative assistance as follows:
 - (1) provision of a meeting room, including any necessary audio/visual equipment;
 - (2) preparation and copying of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner.
 - (3) retention of Committee meeting records, and providing public access to such records on an Internet website maintained by the City of Leon Valley

Committee Termination:

The City of Leon Valley will sunset when a majority of the City Council, by way of voting, believes the Committee's existence shall be terminated.

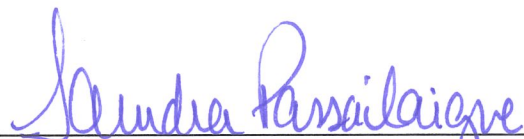
Section 1.06.05 of the Leon Valley City Code of Ordinances shall grant the authority and rights to the Police Department Citizens Advisory Committee and this document will be known as the "Police Department Citizens Advisory Committee Charter".

This ordinance shall take effect immediately upon its approval, passage, and the meeting of all publication requirements under law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of May, 2016.

APPROVED


CHRIS RILEY
MAYOR

Attest: 
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: 
ROXANN PAIS COTRONEO
City Attorney

